

Job Description: Shelter Assistant

Job Summary: The purpose of this classification is to provide administrative and complex clerical support to an assigned department. Work involves assisting department management with budgeting, purchasing and personnel activities; preparing reports, correspondence, and other materials; entering and retrieving information from department databases; maintaining automated and manual files; and assisting callers, customers and/or visitors. Cares for animals that come into the shelter and ensure their humane treatment. Adhere to strategies which responsibly reduce intakes, increases adoptions, improve animal care, provide behavior and medical rehabilitation, encourage spaying and neutering, and help pets stay with responsible caretakers. These activities will include giving shots to animals, deworming animals and keeping up with the proper documentation to the highest degree possible.

Education Requirements: High school diploma or GED; three (3) years clerical and administrative support experience; ability to type 45 WMP. MUST HAVE EXPERIENCE WITH ANIMALS AND ANIMAL CARETAKING.

Position Requirements: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Must have considerable computer skills; ability to communicate both orally, and in writing.

Duties and Responsibilities: Assists department management with budget related activities; reviews monthly financial reports; provides information on past budgets and expenditures for use in developing budget proposals; and retrieves and reports information on expenditures and current fund balances; prepares varied and complex department documents, records, reports and forms requiring knowledge of programs, policies and procedures; initiates reports and documents based upon knowledge of department operations, reporting requirements, and established deadlines; researches, compiles, consolidates, and/or tabulates information; incorporates information into requested reports and other prepared materials; proofreads for accuracy and completeness; and distributes upon approval. Serves as liaison between department management and citizens and department employees; responds to questions regarding department activities and services; explains policies and procedures; operations; and follows up to obtain additional information; provides guidance and direction as needed; answers department telephones; provides assistance, requested documents and information; refers callers to other staff members as appropriate; and takes messages; receives, dates and distributes incoming mail; prepares outgoing mail. Performs other related duties as required.

Applications Accepted Until August 6, 2014